MINJAE CHO

SOFTWARE DEVELOPER

CONTACT

- 678-865-3382
- jaecho203@gmail.com
- Duluth, GA 30096

SKILLS

- Node.JS
- React.JS
- HTML
- CSS
- Javascript
- MySQL
- NoSQL
- MVC
- API
- OOP
- Task Prioritization
- Confidentiality and Data Protection
- Ease with Computers and Technology
- Professional and Courteous
- Customer Service
- Problem Solving
- Good Work Ethic
- Bilingual in Korean and English

LANGUAGES

- **Korean**
- **English**

CAREER OBJECTIVE

Forward-thinking Individual with comprehensive experience implementing new processes and managing and planning innovations. Bringing outstanding problem-solving and abilities paired with in-depth knowledge of policies and procedures. Polished in evaluating employee performance and overseeing key projects.

EXPERIENCE

June 2021 - August 2022
Secretary
MK Properties Group, LLC, Duluth

- Monitored staff performance and addressed issues
- Enforced customer service standards and resolved customer problems to uphold quality service
- Trained employees on additional job positions to maintain coverage of roles
- Exercised good judgment and decision-making in escalating concerns and resolving issues
- Completed thorough opening, closing and shift change functions to maintain operational standards each day
- Assigned tasks to associates to fit skill levels and maximize team performance
- Recruited and hired qualified candidates to fill open positions
- Enhanced team member performance through use of strategic and tactical approaches, motivational coaching and training
- Led team meetings and one-on-one coaching sessions to continuously improve performance
- Entered time and attendance logs in preparation for payroll
- Leveraged leadership skills to identify deficiencies and opportunities to improve policies, procedures and controls
- Conducted quality, timely performance feedback and performance appraisals
- Maintained adequate staffing to meet objectives within budget
- Communicated company directives and programs to associates and ensured all follow-up items were completed accurately and timely
- Created training modules and documentation to train staff
- Accomplished financial objectives by forecasting requirements, scheduling expenditures and preparing annual budgets
- Established and managed yearly budgets of up to $760,000.

EDUCATION

April 2023

- **Japanese**

Full Stack Flex Web Development Coding Bootcamp

Georgia Institute Of Technology

CERTIFICATIONS

- Full Flex Web Development Certification

WEBSITE, PORTFOLIO AND PROFILES

https://github.com/slchld1
https://www.linkedin.com/in/minjae-c-065167128/